**Public Health Services Manager**

**JOB DESCRIPTION**

**MAIN PURPOSE**

To lead the service which will include coordinating the delivery of a healthy lifestyle hub, stop smoking, adult weight management, physical activity on referral, NHS health check services and community engagement.

**SUMMARY OF RESPONSIBILITIES AND DUTIES**

* Manage the delivery of community services
* Line manage staff
* Create partnerships with community groups and key stakeholders
* Liaise closely with numerous GP practices and other NHS services
* Promote the service to ensure we hit our key performance indicators
* Collect and report data
* Attend contract meetings
* Lead on the evaluation of the service

**PERSON SPECIFICATION**

**1. SKILLS & ABILITIES**

* Competent in Microsoft Office
* Competent in presenting to large groups
* Competent in being able to analyse data and produce relevant reports
* Competent in using NHS and public health data to target service delivery
* Competent in using social media for advertising and promotion
* Be able to work independently
* Ability to motivate groups
* Ability to understand financial accounts
* Ability to form partnerships with community groups and organisations

**2. KNOWLEDGE**

* Knowledge and understanding of public health
* Knowledge and understanding of the benefits of physical activity, healthy eating
* Knowledge and understanding of Warwickshire services and community groups
* Knowledge and understanding of the developing services

**3. EXPERIENCE**

* Experienced service manager of NHS or public health community services (essential)
* Line manager experience (essential)
* Experience working in partnership with community groups (essential)
* Data collection, collating and presenting (desirable)
* Experience delivering training workshops (desirable)

**4. QUALIFICATIONS**

* Public Health Degree or equivalent
* Nursing, Health Visiting or therapy qualification/registration (desirable)

**5. SPECIAL CONDITIONS**

* Have a car with business insurance and be able to travel around Warwickshire
* Enhanced DBS required

**6. SAFEGUARDING**

Everyone Health Ltd is committed to safeguarding and promoting the welfare of the adults, young people and children who use the services. All staff have a responsibility to report any identified concerns of abuse or exploitation through the appropriate route in line with the respective policies and procedures.